University Committee on International Affairs
Bylaws

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Preamble
Virginia Tech is committed to fostering a community that welcomes all people and their ideas in pursuit of world-class education, research, and engagement.

BELIEVING that Virginia Tech is an internationally recognized university because of education, research, and engagement with other universities, its international presence in the scientific community, and linkages with government and international agencies in the pursuit of learned society activities, and

BELIEVING that vibrant faculty and administrative leadership will continually advance the interests of Virginia Tech to pursue global issues for which the university can make a significant difference in the lives of its students, alumni, and key stakeholders worldwide,

Virginia Tech’s Vice President for Outreach and International Affairs does hereby enact bylaws for the University Committee on International Affairs (UCIA) with the approval of the Commission on Outreach and International Affairs (COIA).

Article I. Name
The name of the university operational committee is the University Committee on International Affairs (UCIA).

Article II. Purpose
The UCIA acts in support of the Virginia Tech International Mission and the University Strategic Plan:

The international mission of Virginia Tech is to reflect through all activities of its tripartite mission (education, research, engagement) an appreciation of the significance of other cultures and languages and of global change and to address the environmental, political, economic, social, and technological challenges that confront communities across the globe.

UCIA is the direct voice of its constituencies to COIA. It recommends policy to COIA and to the University Administration.
Article III. Functions
The functions of UCIA are to:

1. Assist the Vice President for Outreach and International Affairs in formulating and implementing university policy relevant to all international matters, including aspects of education, research, and engagement.
2. Recognize achievement in all areas of international education, research, and engagement.
3. Sponsor and/or support affairs and activities that promote or recognize international scholarship.
4. Serve as a catalyst for international academic programming.
5. Form special/ad hoc committees to research relevant/timely subjects.
6. Develop recommendations for policy/procedure changes to advise the Vice President for Outreach and International Affairs and COIA.
7. Increase university-wide coordination of international activities and initiatives by sharing information and resources across colleges, international centers, and agencies.
8. Advance goals and objectives of the university’s Strategic Plan.

UCIA will be instrumental in accomplishing these goals:

1. Further the university’s reputation and international prominence across academic disciplines.
2. Engage the entire university community in the university’s leading strengths through interdisciplinary cross-cutting initiatives. Programs with the greatest potential for excellence will be targeted and given the resources to seek national and international recognition.
3. Develop an appreciation of other cultures by expanding the university’s global focus; increasing international study and research opportunities; expanding international government, university, and corporate partnerships; and fostering an internationalization of the curriculum.

Article IV. Membership

Section 1. Composition

- University Administration Representatives
  - Provost and Senior Vice President
  - Vice President for Outreach and International Affairs
  - Associate Vice President for International Affairs
  - Chairperson of the UCIA
  - Associate Provost for Resource Management and Planning
- College Representatives (Associate Dean or Director of International Programs or their designees)
  - College of Agriculture and Life Sciences
  - College of Architecture and Urban Studies
- Pamplin College of Business
- College of Engineering
- College of Liberal Arts and Human Sciences
- College of Natural Resources and Environment
- College of Science
- Virginia-Maryland College of Veterinary Medicine

**Directors of International Units (or their designees)**
- Director, Cranwell International Center
- Director, Office of Export and Secure Research Compliance
- Chair, Department of Foreign Languages and Literatures
- Director, Global Education Office
- **Executive** Director, Center for International Research, Education and Development
- Director, International Support Services
- Director, Language and Culture Institute
- **Executive** Director, Steger Center for International Scholarship

**Representatives of Other University Offices**
- Alumni Relations
- Athletics
- Development and University Relations
- Graduate School
- Student Affairs
- University Libraries
- University Office of Undergraduate Admissions
- Office of the University Registrar
- University Scholarships and Financial Aid
- Virginia Tech Corps of Cadets
- Virginia Tech Carilion School of Medicine *(added 11/21/19)*
- **Office of Sponsored Programs** *(added 11/22/21)*
- **Center for Excellence in Teaching and Learning** *(added 11/22/21)*

**Faculty Senate Representative**
**Staff Senate Representative**
**Undergraduate Student Senate Representative**
**Graduate and Professional Student Senate Representative**

**Administrative and Professional Faculty Senate Representative** *(added 11/22/21)*

**Section 2. Voting Privileges**

All members of UCIA shall have voting privileges.

**Section 3. Alternates, Substitutes, and Visitors**

UCIA may permit elected alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating assembly, association, senate, or group. Visitors may attend the meetings of the UCIA.
Article V. Officers

Section 1. Officers

The officers of the UCIA are Chairperson, Vice Chairperson, and Secretary.

Section 2. Chairperson

The immediate past Vice Chair is historically elected as the Chairperson by the UCIA membership. The Chairperson, working with the Vice President for Outreach and International Affairs and the Associate Vice President for International Affairs, develops the agenda and presides over UCIA meetings. The Chairperson facilitates the follow-up on UCIA actions and strategies and reports the consensus view of the body to the Vice President of Outreach and International Affairs and to the COIA. The term of the Chairperson is one year.

Section 3. Vice Chairperson

The Vice Chairperson is elected by the UCIA membership. The Vice Chairperson assists the Chairperson with all responsibilities and fills in when the Chairperson is absent. The term of the Vice Chairperson is one year.

Section 4. Secretary

The Secretary is appointed by the Vice President for Outreach and International Affairs from among staff members who report to him/her. The term of the Secretary is at the discretion of the Vice President for Outreach and International Affairs.

Section 5. Representative to the Commission on Outreach and International Affairs

UCIA shall be represented at the COIA by its Chairperson or by another member appointed by its Chairperson.

Article VI. Committees

UCIA may request and appoint special committees, boards, and ad hoc committees as needed.

Article VII. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of Robert’s Rules of Order, subject to special rules as may be adopted by UCIA, shall govern the procedures of UCIA, and other committees and boards appointed by UCIA.
Section 2. University Committee on International Affairs Procedures

1. UCIA shall meet regularly during the academic year and at other times as called by the Chairperson. Canceled meetings shall be noted in the minutes of the subsequent meetings.

2. The Secretary shall prepare and distribute the agenda to members of UCIA at each meeting. Items to be placed on the agenda must be submitted to the Secretary or the Chairperson prior to the meeting date. The Secretary will record the minutes (including attendance) of each UCIA meeting. The minutes will be distributed to UCIA members and posted on UCIA’s website.

3. Any UCIA member may place an item on the agenda by notifying the Secretary or the Chairperson before the meeting.

4. UCIA may submit its recommendations to the Vice President for Outreach and International Affairs or, when appropriate, to COIA.

Article VIII. Amendments

Section 1. Notice of Proposal

Notice of proposal to amend these bylaws shall be given in the UCIA agenda and considered at no fewer than two UCIA meetings prior to voting. Proposed amendments shall be distributed with the agenda.

Section 2. Ratification and Approval

Amendments to the bylaws will be considered ratified by UCIA following an affirmative vote of a majority of UCIA members. Following ratification by UCIA, amendments to the bylaws must be approved by COIA before becoming effective.

URL: http://www.outreach.vt.edu
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